# Fund My Account: Quick Steps

Fund My Account is an iConnectData (ICD) application that allows you to pre-pay your Comdata account directly from your company bank account. Use Fund My Account to conveniently send and manage payments to Comdata.

Note: Payments submitted by 3:00 pm Central Standard Time (CST) Monday – Friday (excluding bank holidays) will begin processing the same day. Also, note that only one payment is allowed per day. However, you can submit one payment before and after 3:00 pm. Payments submitted after 3:00 pm will begin processing the next day. Funds will not post to your account until after four business days.
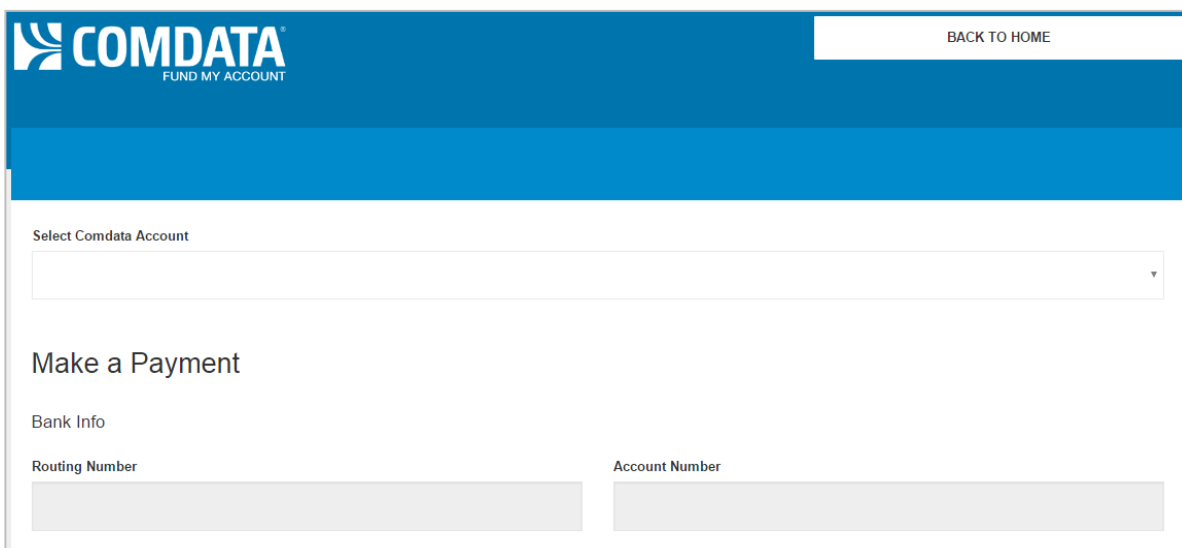
Add Bank Account

Before you can begin making payments using Comdata's Fund My Account, you must add a bank account to your Comdata account code.

1. Log in to ICD and select **Payment Center > Fund My Account**.
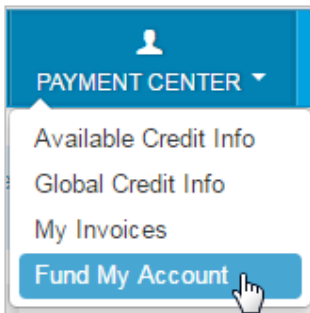
2. This opens the Fund My Account home page. The image below shows the top of the page. Scroll to the bottom of the page to begin setting up a bank account.

3. At the bottom of the page, click **Manage Bank Info**.

Payment

Deposit Amount

Enter a Number

Please enter whole dollar amounts only. Special characters are not required. (Example: $, .)

Valid Amount is required

PAY NOW	CANCEL		MANAGE BANK INFO

Recent Payments

Previous | Next

Confirmation Number	Bank Name	Routing Number	Bank Account	Payment Date	Business date	Applied Date	Payment Amount	Status
			Payment history not available					

Showing 1 to 0 of 0 entries

Previous | Next

4. The Add Bank Account page opens.

Select your Comdata account from the **Select Comdata Account** drop-down and then complete the **Routing Number** and **Account Number** field. Then, click Continue.

Note: If you selected a Comdata account code on the previous page, **Manage Bank Info** opens the View/Delete Bank Account page.

HOME   VIEW ACCOUNTS

Select Comdata Account

SHIPPER SPEND SEMI   ▼

ADD Bank Account

Bank Info

Only one bank account per Comdata account is allowed at a time. If you wish to add new bank information, please be sure to delete any existing bank information first.

Routing Number

Enter a Number

Valid bank routing number is required

Account Number

Enter a Number

Valid bank account number is required

CONTINUE
CANCEL

5. The system will match your routing number and account number to an existing bank. Verify the information displayed in the pop-up window is correct. If so, click **Confirm** to finish adding the bank to your Comdata account.

Please Confirm Bank Account Addition

> Account Code: 99999

> Routing Number: 00000000

> Account Number: 888888888

By clicking the "Confirm" button, you authorize Comdata to add the supplied Bank Account "Routing Number" and "Account Number" to your Comdata Account Payment process.

<div style="text-align:right">

[CONFIRM]　[CANCEL]

</div>

Note: Click **View Accounts** at the top of the Add Bank Account page to open the View/Delete Bank Account page. Use this page to verify the bank added is correct or to delete a bank assigned to your Comdata account. Note that you cannot edit information on this page. If you need to edit a bank account, click **Delete** to remove it and add a new one.

Select Comdata Account

LEE ▾

View / Delete Bank Account

Bank Info

Bank Name

REGIONS BANK

Routing Number

***00017

Account Number

***12233

[DELETE]

[CANCEL]

Make a Payment

Once a bank account is assigned to your Comdata account, you can begin making payments.

1. Return to the Fund My Account home page and select your account code from the **Select Comdata Account** drop-down. Your selection populates the **Routing Number** and **Account Number** fields.

2. Scroll down and enter the amount to be paid in the **Deposit Amount** field (maximum of $99,999). Then, click **Pay Now**. Only whole numbers are allowed (ex: 100, 200, 9999, etc.).

   Note: The Recent Payments section holds up to 30 days of payment history. You can delete payments only in Requested status using the red **X** button. Only one payment may be deleted per day.

COMDATA
CORPORATE PAYMENTS

3. Verify the information in the Confirm Payment window is correct. If so, click **Confirm Payment**. Click **Cancel** to return to the Fund My Account home page and make changes.

Please Confirm Payment

> Account Code: 22222

> Bank Routing Number: ***06198

> Bank Account Number: ***41234

> Payment Amount: $100.00

By clicking the "Confirm Payment" button, you authorize Comdata to draft the supplied bank account for the amount specified in the "Payment Amount" field. Payments submitted by 3:00 pm Central Standard Time Monday through Friday (excluding bank holidays) will begin processing same day. Please allow 4 business days for the payments to be credited to your Comdata account.

CONFIRM PAYMENT   **CANCEL**

If successful, a Payment Confirmed popup window displays. Take note of your confirmation number. ***Allow up to four business days before the payment is credited to your account.***

Note: The confirmation number will be used as the payment number on your account.

Payment Confirmed

> Confirmation Number: K0900001

> Date Applied: 2016-05-10

Your Payment has been confirmed.

CLOSE